

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No K0229580	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Child Protection Supervisor			
3. Division Family Services			12. Proposed Class Title			
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation				Position Number
5. Unit Assessment and Prevention		14. Effective Date				
6. Location (address where employee works) City Overland Park County Johnson		15. By	Approved			
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM PM To: 5:00 AM PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Tina M Abney

Public Service Executive

K0054397

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Tina M Abney

Public Service Executive

K0054397

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position works independently under general direction and is given a great deal of latitude in completing assignments. Instructions are written, such as in policy manuals, or oral, through supervisory meetings or individual conferences. This position reports directly to the PPS Program Administrator and work reviewed primarily for outcomes.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
30%	E	Provides overall Protection Specialist and Investigator guidance for all cases assigned to the unit, assigns specific case tasks to Protection Specialists, Investigators, and Human Service Assistants. Provides guidance in assessing, designing and delivering services to meet the needs of families and children. Monitors case outcomes to ensure that agency objectives for safety, family preservation, and/or permanency are met.
20%	E	Oversees identification and implementation of policy and procedure. Provides input in formulating policies and procedures. Translates this to employees work and assigns tasks in order to maintain the efficiency, accuracy and effectiveness of the delivery of services for the operations of each unit, identify needs and trends as well as maintain compliance with all applicable statutes, regulations and policies. Monitors effectiveness of program operations, training and direct changes and improvements as necessary. Attend and participate in mandatory training for the agency and PPS Division.
20%	E	Implements procedures to assure that unit work is accomplished in accordance with state/local policy and procedures. Monitors workflow with DCF Administration outcomes and expectations. Develops unit procedures to ensure that response times, records, reports, eligibility determination, and data reporting are timely and accurate. Ensures that case assessments and plans are being made appropriately and timely and that services are being delivered.
20%	E	Participates in hiring, coaching, and training of staff. Identifies training needs and plans to ensure staff have the required training necessary to carry out their jobs in accordance with PPS policy and procedure. Set and communicate expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable and reasonable. In conjunction with the Program Administrator and Personnel Services, addresses poor performance or behavior and addresses issues in a prompt manner according to personnel rules and regulations
10%	E	Coordinates work with other DCF units, programs, contracting agencies, and other services agencies. Assures effective working relationships with all DCF staff and community stake holders and partners. Participates (as assigned) as part of the management's area administrative team, coordinates work with county/district attorney. Plans, schedules, and holds cases conferences with other disciplines for case planning and review. Participates in educating and providing information to the community regarding Department for Children and Family policies and procedures.

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

Child Protection Specialist

-
23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- (X) Loss of life, disruption of operations of a major agency.

Please give examples.

Incorrect policy implementation could result in major program failure, lawsuits, and civil actions. Misapplied or inappropriately applied policy could result in depletion of limited resources; affect the well-being of consumers, and loss of staff and federal funding. Children could be harmed or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with children and families who are referred/reported to the agency for services as well as daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts are in person, by telephone, or email to provide information regarding agency programs, policy, and procedures and to obtain input for evaluation, change, and to insure local and government cooperation.

-
25. What hazards, risks or discomforts exist on the job or in the work environment?

Discomforts and hazard exist due to exposure to weather conditions. Contacts with dangerous and hostile clients pose threats to health and safety. Entering homes and other environments that may be dirty, cluttered, possibly infested with bugs and rodents and/or offensive odors. There are also hazards associated with having to ascend and descend stairs. The potential exists for normal travel hazards associated with automobile travel in the assigned Region. Working with disgruntled or angry employees when having to address performance or professional issues.

-
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, cellular and office telephone, all general office equipment, and vehicle to travel for business is required.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Licensed Behavioral Sciences Regulatory Board (BSRB) professional as determined relevant by the agency and one year of field experience in child protection. Must have license at the time of hire.

Education or Training - special or professional

Preferred - One or more of the following:

Bachelor's in Social Work (Licensed Social Worker)

Master's in Professional Counseling (Licensed Professional Counselor)

Master's in Marriage and Family Therapy (Licensed Marriage and Family Therapist)

Licenses, certificates and registrations

Valid Driver's License (must maintain valid driver's license throughout employment)

Licensed Professional (must maintain license throughout employment)

Special knowledge, skills and abilities

Knowledge of ethical standards, principles, and practices of social work, counseling, and human behavior.

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date